

CITY OF AUBURN
REQUEST FOR PROPOSALS (RFP)
Project CP2108 – City Hall HVAC Equipment Replacement
Proposals Due: February 26, 2021

The City of Auburn is soliciting Proposals from qualified Energy Services Companies to provide new heating, ventilation, and air conditioning (HVAC) equipment at City Hall, located at 25 West Main Street, in Auburn Washington.

The City will be selecting the qualified company that submitted a proposal through a Competitive Negotiation per RCW 39.04.270. The proposal that is the most advantageous to the City, with price and other factors considered, will be chosen. The selected company will be subject to RCW Chapter 39.12 for prevailing wages on public works contracts.

One electronic copy (PDF) of the Proposal Package shall be emailed to Imoore@auburnwa.gov on or before 4:00 pm, Friday, February 26, 2021 with a subject line “Proposal – City Hall HVAC Replacement”. Questions regarding this solicitation should be directed to Lisa Moore, Facilities Manager, by email only at Imoore@auburnwa.gov.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate selection is identified in the section entitled *Selection Process and Evaluation Criteria* below. Although the use of subcontractors/subconsultants is recognized as being necessary for a multidiscipline project, the City’s preference is for the lead company to perform the majority of the work.

The City will conduct an optional pre-proposal meeting on February 11, 2021 at 11am located at 25 West Main Street, in Auburn Washington.

PROJECT DESCRIPTION

The project will include furnishing and installing new HVAC equipment at City Hall, including removal and disposal of the existing equipment, refrigerant recovery, furnishing and installing all necessary electrical components, completing Testing, Adjusting, and Balancing (TAB), preparing and submitting TAB reports summarizing the work completed, startup and testing, scheduling and conducting training for City staff, applying and submitting all required permitting, submitting equipment installation and removal haul and access plans, and any other item required to make the work complete.

The existing equipment at City Hall generally includes the following:

Name	Description	Size	Location
AHU-1	Air handler	80 ton	Penthouse
AHU-2	Air handler	35 ton	Penthouse
AHU-3	Air handler	12.5 ton	Penthouse
REF-1	Return Fan	28K CFM	Penthouse
REF-2	Return Fan	8K CFM	Penthouse
REF-3	Return Fan	4K CFM	Penthouse
CH-01	Chiller	100 ton	Basement

EF-1	Exhaust Fan	6K CFM	Roof
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PROPOSAL ELEMENTS

Each proposal is limited to a maximum of 10 numbered pages of content (excluding only the cover and any dividers) (minimum font size 10 Arial), and should address the following items relative to the project description:

1. Identify the Total Cost of the HVAC work to be performed at City Hall, including sales tax.
2. Identify the Project Team to be used, including use of any subcontractors/sub-consultants, expertise and experience with similar project designs within the last 5 years. Please include the following information:
 - Location and Project Costs
 - A brief description of the project
 - The Company's role in the project
 - Project Team Member roles in the project
 - A project reference and contact phone number.
3. List and describe briefly what you think are important issues or project constraints with this project, and identify the attributes of your firm that may set it apart, or make it particularly well-suited to address the issues identified.
4. The Project Team's anticipated Project Schedule.
5. Your firm's process/procedures for providing quality assurance/quality control throughout the life of the project.

SELECTION PROCESS AND EVALUATION CRITERIA

A committee of City personnel will evaluate and rate the proposals on the following criteria, weighted as indicated:

1. Project Total Costs (40%)
2. Project Team Qualifications (20%)
3. Important Issues (20%)
4. Anticipated Project Schedule (10%)
5. Quality Assurance / Quality Control Plan (10%)

Following the evaluation of the Proposals, the City may interview up to 3 of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience with similar projects and overall project approach.

SELECTION SCHEDULE

The City's proposed schedule for Consultant selection, subject to change, is as follows:

Issue Request for Proposals	February 9, 2021
Optional Site Visit	February 11, 2021 @ 11:00 am
Deadline for Submittal of Proposals	February 26, 2021 @ 4:00 pm
Preliminary Selection of Firms	March 11, 2021
Notify Firms Chosen for Interviews	March 11, 2021
Company Interviews (Optional)	Week of March 15, 2021
Final Selection of Design Firm	Week of March 22, 2021
Execution of Consultant Agreement	May 2021

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Professional Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected firm does not execute a contract within thirty 30 days after the award of the proposal.

The City of Auburn in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by calling 253-931-3010.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

Dates of publication in the Seattle Daily Journal of Commerce, February 9, 2021 and February 16, 2021.

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